

Individual Career Development Plan

Step 1: Complete your background information (to be completed by the employee)

Complete this step to assist you in setting your development goals. Once you have completed Step 1, schedule a meeting with your supervisor to complete Step 2 together.

Name: Kim Brown	Current Position: Custodial Worker, Charlie Browne Elementary School, PMD, HPW Hire Date in Current Position: May 25, 2009	Review Period from: June 20, 2010 to June 20, 2011
<p>Performance summary of past achievements as per previous personal performance plan (PPP) evaluations.</p> <p>I met all goals set in my previous PPP. Of note, I received positive feedback about my rapport with staff and user groups as well as the quality of my work. During the PPP evaluation period, I also acted in a supervisory role on 3 separate occasions: August, September, and Jan-March, receiving positive feedback for each of these acting roles. I enjoyed the experiences and increased responsibility and want to pursue more acting supervisor opportunities as I guide my career path toward an entry level finance position.</p>		
<h3>Career Goals</h3>		
<p>Review your career interests and abilities to determine your short and long term career goals.</p> <p>I enjoy working with people, perform the functions of my job well, and have had success in recent acting supervisory roles. I have acquired all safety training needed to perform my job. As I am fully qualified in my position, I would like to pursue more supervisory opportunities; therefore, a short-term goal is to continue to act in supervisory custodial positions as the opportunities present themselves.</p> <p>A personal long-term goal has been to complete a Business Administration diploma.</p> <p>My short-term work goal is to secure a full-time entry level position in finance within the next year. From there, my long-term work goal is to acquire an intermediate finance position within the next 3-5 years.</p>		

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Areas of Strength (Knowledge, skills and competencies) Based on your past performance, consider the knowledge, skills and competencies in which you have excelled over your career.	Areas for Development – Based on your past performance, strengths and career goals, identify and prioritize your areas for development.
<p>Strong people skills</p> <p>Organized</p> <p>Excellent time management skills</p> <p>Quick learner</p>	<p>I would benefit from more supervisory acting assignments to further develop me in a lead role in the custodial field (short-term) or to enable me to gain entry into the finance field (long-term). These assignments will build and refine my supervisory skills.</p> <p>I am studying for a Diploma in Financial Accounting (3 credits remaining). Once earned, I will apply for any temporary assignment or entry level positions that come up in any of the finance branches.</p>

Date Step 1 Completed: May 20, 2010 Employee's signature: Kim Brown

Date scheduled to meet with your supervisor to jointly complete Step 2: May 27, 2010

SAMPLE

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Step 2: Planning for Your Development Goals Using the SMART Goals Approach (to be completed by the employee in consultation with the supervisor)

<p>Set your development goals. Set short and/or long term SMART goals.</p> <p>Short term goals 1-3 years to achieve</p> <p>Long term goals 3+ years to achieve</p>	<p>Action Steps – How do you plan to achieve each goal? What action will be taken? When and where will it take place? What will be the result of this action?</p>	<p>Date or timeframe to achieve this goal</p>	<p>Obstacles and Solutions – What obstacles could prevent you from achieving this goal? What possible solutions exist?</p>	<p>Evaluation – Examples of success could be positive feedback from a supervisor, successful completion of a course, etc.</p>
<p>Gain more experience by applying for relevant acting assignments or TAs that arise this year.</p>	<p>Will consult with my supervisor about applying on TA opportunities to help me build experience in a supervisory role.</p> <p>Explore other relevant acting opportunities in other locations in the custodial program.</p>	<p>Throughout my PPP evaluation period.</p>	<p>Support from my supervisor for upcoming supervisory opportunities. I will ensure my availability to act should I be considered for an acting opportunity.</p> <p>I have my supervisor's support to apply on a 3 month acting assignment coming up Feb-May, 2011) in a different unit.</p>	<p>Acted in August when my supervisor was on vacation. My supervisor provided positive feedback (from the school's principal) about my performance.</p> <p>Opportunity to act in October for 2 weeks, denied by supervisor based on operational requirements. Will consider other opportunities as they arise.</p> <p>My supervisor approved my request to act from Feb-May 2011. The supervisor at the school forwarded positive feedback to my supervisor.</p>

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<p>Finish the 3 remaining courses needed to earn my Diploma in Business Administration.</p>	<p>Continue to study so I can finish by the end of the term (December).</p>	<p>Term ends Dec 12. Will write final exams and complete assignments.</p>	<p>No obstacles at this time. Have booked vacation time to ensure this timeframe is clear of obstacles so I can focus on coursework, assignments and exams.</p>	<p>Completed requirements needed to earn a Diploma in Business Administration. (Dec/10). Have updated my resume to reflect this achievement.</p>
<p>Secure a full-time position in finance within the next 3 years.</p>	<p>Watch the employment postings for relevant positions.</p> <p>Meet with department finance manager to introduce myself and express my interest in finance field.</p> <p>Check Staff Development Branch for any upcoming relevant courses that will help me transition into YG finance.</p>	<p>Ongoing</p> <p>Set up appointment to meet with finance manager in July.</p> <p>Applied for in-house budget course to be held April15-17.</p>	<p>None</p> <p>Set up appointment following finance manager's return from vacation.</p> <p>Getting approval from my supervisor. Supervisor could not approve as we are short-staffed in April. Encouraged me to apply for next course offering.</p>	<p>None as yet, will continue to watch.</p> <p>Met with finance manager. He asked about my availability to work one day per week in his unit. When I expressed interest, he said he would discuss this idea with my supervisor. However, due to operational requirements in our unit, this opportunity was not possible.</p> <p>I attended the budget course in May.</p>

Date Step 2 Completed: May 27, 2010

Employee's Signature: Kim Brown **Supervisor's Signature:** Robert Green

Step 3: Future Updates to Individual Career Development Plan

Updates	
<p>Update #1: No updates, goals on track.</p>	<p>Employee's signature: Kim Brown Date: June 25, 2010</p>
<p>Update #2: No updates, goals on track.</p>	<p>Employee's signature: Kim Brown Date: December 2, 2010 (discussion at PPP mid-point check-in)</p>
<p>Update #3: Met with HR advisor to restructure my resume to better position me for supervisory custodial or entry level finance roles.</p>	<p>Employee's signature: Kim Brown Date: May 26, 2011</p>
<p>Update #4: Secured finance job December 21 and reached my ICDP goal!</p>	<p>Employee's signature: Kim Brown Date: December 30, 2011</p>